

**CHECKLIST FOR STORAGE MANAGERS
NATIONAL SENIOR CERTIFICATE AND SENIOR CERTIFICATE EXAMINATIONS**

EXAMINATION INSTRUCTION: This instrument must be completed and emailed to Bulelwa.Lupondo@westerncape.gov.za

Centre name:			
Examination (please tick the appropriate exam)	May/June exam		Nov exam
Centre number:	Session number:		
Date:	Subject:		
Time:	Paper:		

Administrative duties	YES	NO
1. Is the safe/strongroom prepared for the examination and cleared of all old examination material as per the safe/strongroom policy?		
2. Is the electronic GLAM key fully charged and all sessions downloaded?		
3. Is the examination timetable displayed in the safe/strongroom?		
4. Is there a record of safe/strongroom key holders?		
5. Do you have the letters of delegation on record? <i>(If this duty has been delegated)</i>		
6. Are the examination room and furniture prepared?		
7. Are the copies of candidate admission letters and IDs filed?		
8. Is the register for the removal of question papers from the safe/strongroom on record?		
9. Is the register for the managing of answer books available?		
10. Are safe/strongroom key holders in place and did the centre clarify the security measures with regards to key management?		
Administrative duties inside examination room(s)		
11. Is the examination timetable displayed in the examination room(s) to confirm the question paper and the session during which it is to be written?		

12. Is the invigilation roster prepared and displayed in examination room(s)?		
13. Were all invigilators' letters of appointment issued?		
14. Have all invigilators been trained?		
15. Are the invigilators' certificates clearly displayed in the writing venue(s)?		
16. Are the specific roles for invigilators specified?		
17. Are the seating plans prepared and displayed inside and outside the examination room(s)?		
18. Are arrangements in place for the filing of all irregularity report forms in one file?		

Comments/report on incidents

Completed by: _____

Signature: _____

Date: _____